

eTIP Fact Sheet: Project Versions and Status

Terms and Definitions

TIP Document: The TIP Document (or TIP) is the approved *program* of projects, as amended throughout the federal fiscal year (FFY). A new TIP program is started each FFY (starting October 1), and is made up of the projects and line items that have funding in the starting FFY, plus the next four years. Illustrative projects, with all funding in prior years and/or future years, may also be included in the TIP document; however, illustrative projects cannot receive federal funding authorizations.

TIP documents are numbered sequentially by FFY. Using FFY 2017 as an example, the numbering is as follows:

- 17-00: The starting document for the FFY, created via an adoption. TIP years are 2017 – 2021.
 - 17-01: The first formal amendment to projects contained in the 17-00 TIP.
 - 17-01.1: The first administrative amendment to projects contained in the 17-00 TIP, corresponding to formal amendment 17-01.
 - 17-01.2: The second administrative amendment to projects contained in the 17-00 TIP, corresponding to formal amendment 17-01.
 - 17-02: The second formal amendment to projects contained in the 17-00 TIP. Changes may be cumulative.
 - 17-02.1: The first administrative amendment to projects contained in the 17-00 TIP, corresponding to formal amendment 17-02.
- (Other formal and administrative amendments as needed. Typically, there is one formal amendment for each Transportation Committee, plus one for each conformity amendment)
- 18-00: The starting document for FFY 2018. TIP years are 2018 – 2022.

Adoption: Changes made to carry projects forward into the new TIP program at the beginning of each FFY are called an adoption in the eTIP workflow process. Only administrative changes are made during the adoption.

Administrative Amendment: Changes that are below the financial thresholds for a formal amendment or that do not otherwise require Transportation Committee or MPO approval are administrative amendments and are indicated by a decimal point in the TIP Document number. For example, 17-01.1, 17-01.2, 17-02.1.

Formal Amendment: Changes that exceed financial thresholds, or significantly change the scope or schedule of projects and require Transportation Committee or MPO Policy Committee approval are formal amendments, and do *not* have a decimal point in the TIP Document number. For example, 17-02, 17-03. Conformity amendments are a type of formal amendment.

Version: Project versions increase sequentially with each administrative or formal amendment submitted for a project, regardless of the TIP Document(s) containing the project.

Status: A project version either is the “Approved” version, or is a proposed amendment to the approved version, that is “In Progress” (🔒), “In Denied” (🚫), “Pending” (🕒), or “Accepted” (✅).

- In Progress: A user has saved a change to a project, but has not submitted the change to CMAP. Additional changes may be made by the user.
- In Denied: CMAP staff reviewed a change, but cannot accept the change until corrections are made.
- Pending: A user has submitted a change for CMAP staff review. CMAP staff has neither accepted nor denied. Only CMAP staff can make additional changes; users can “unsubmit” to make changes, putting the project back into “In Progress.”
- Accepted: CMAP staff has accepted a submitted change. Accepted administrative changes are immediately posted to the eTIP public site. Accepted formal changes are held for Transportation Committee or MPO Policy Committee approval and are not posted to the eTIP public site until approved (See eTIP Fact Sheet - Amendment Approval Flow Chart).

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Determining Project Status

The My Projects List view (the default view for read-only users) and search results within that list do not indicate project status. However, search results from the “Search Project ID...” box or the Advanced Search will display status icons (In Progress, In Denied, Pending, or Accepted) in the search results. Users with edit rights can also view pre-filtered lists of projects with any type of change pending from their home page by selecting each list individually.

When viewing a project record, the project version (1) and TIP Action (2) are displayed near the top of the page. The status of the version being displayed is indicated in the yellow message box (3).

TIP ID: 01-09-0030 VERSION: 7 STATUS: Programmed
LAST MODIFIED BY: Pam Govea LAST MODIFIED DATE: 12/27/2016

TIP Programming **Obligation** Map Project IDS Documents Amendment History

THIS VERSION IS READ-ONLY
THIS IS THE LATEST APPROVED VERSION

Administrative Area Pdf

ADOPTION/AMENDMENT	MODEL	CURRENT STATUS	EXEMPT STATUS	CONFORMITY STATUS	CONFORMITY DATE
17-02.1 ADMIN 2017-2021	No	Active Project	Exempt	NOT REQUIRED	

In the figure above, this is the 7th version of the project, last modified on 12/27/2016 during the 17-02.1 Administrative Amendment, and is the latest approved version, which appears on the eTIP public website. A list of previous versions can be found on the Amendment History tab and can be opened by clicking on the Version number link. For example, Version 4 of the same project was last modified on 9/27/2016 during the 16-05.1 Administrative Amendment.

TIP ID: 01-09-0030 VERSION: 4 STATUS: Programmed
LAST MODIFIED BY: Pam Govea LAST MODIFIED DATE: 9/27/2016

TIP Programming **Obligation** Map Project IDS Documents Amendment History

THIS VERSION IS READ-ONLY
THIS IS AN OLDER APPROVED VERSION
PLEASE CLICK [HERE](#) TO VIEW THE LATEST APPROVED VERSION

Administrative Area Pdf

ADOPTION/AMENDMENT	MODEL	CURRENT STATUS	EXEMPT STATUS	CONFORMITY STATUS	CONFORMITY DATE
16-05.1 ADMIN 2016-2020	No	Active Project	Exempt	NOT REQUIRED	

When viewing a past version of a project (above) or a pending change that has not been approved (below), the message box will contain a link to view the latest approved version of the project. If the pending change is to add a new project, the yellow message box indicates “there is no approved version”.

TIP ID: 01-16-0028 VERSION: 2 STATUS: Deleted
LAST MODIFIED BY: Pam Heurich LAST MODIFIED DATE: 1/24/2017

TIP Programming **Obligation** Map Project IDS Documents Amendment History

THIS VERSION IS READ-ONLY
THIS VERSION IS PENDING APPROVAL
PLEASE CLICK [HERE](#) TO VIEW THE LATEST APPROVED VERSION

Administrative Area Pdf

ADOPTION/AMENDMENT	MODEL	CURRENT STATUS	EXEMPT STATUS	CONFORMITY STATUS	CONFORMITY DATE
17-03 FORMAL 2017-2021	No	Active Project	Exempt	NOT REQUIRED	

For users with edit rights, project versions that have been accepted by CMAP that are not yet part of a final approved amendment will have a link to the previous version of the project in the yellow message box. Project versions that have not been submitted for CMAP review will not have project version information in the yellow message box.